



中國銀行股份有限公司  
BANK OF CHINA LIMITED

(a joint stock company incorporated in the People's Republic of China with limited liability)  
(於中華人民共和國註冊成立的股份有限公司)

(Stock Code 股份代號: 3988/4619 (Preference Shares 優先股))

Dear Ordinary Shareholders,

## 2023 Annual General Meeting Circular

Bank of China Limited (the "Bank") has prepared the 2023 Annual General Meeting Circular in English and Chinese, which are now available on the Bank's website at [www.boc.cn](http://www.boc.cn) and the HKExnews' website at [www.hkexnews.hk](http://www.hkexnews.hk). You may access the documents by clicking "Announcements" under "Investor Relations" on the home page of the Bank's website or by browsing through the HKExnews' website. For the shareholders who have selected to receive the Bank's Corporate Communications in printed version, enclosed is the 2023 Annual General Meeting Circular of the Bank in the language you have expressly chosen to receive. If you have difficulty in receiving or gaining access to the Corporate Communications posted on the Bank's website for any reason, we will promptly upon receiving your notice send the printed versions of the requested documents to you free of charge.

### Solicitation of electronic contact details

To ensure timely receipt of the Actionable Corporate Communications<sup>(Note)</sup>, the Bank recommends you provide your email address by scanning your personalized QR code printed on the enclosed reply form (the "Reply Form"). Alternatively, you may sign and return the Reply Form to the Bank's H-Share Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong (no need to affix a stamp if posted in Hong Kong; otherwise, please affix an appropriate stamp), by using the mailing label at the bottom of the Reply Form, or send an email with a scanned copy of the completed Reply Form to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk).

If you want to receive the Corporate Communications in printed form, please complete and return the Reply Form to the Bank's H-Share Registrar or send an email to [boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk) specifying your name, address and request to receive the Corporate Communications in printed form. Such instruction will be valid for one year starting from the receipt date of your instruction and will expire thereafter, unless it is revoked or superseded before its expiry.

As an environment-conscious corporate citizen, the Bank encourages its shareholders to access the Bank's Corporate Communications via the Bank's website. The cost saving will not only benefit the Bank, but is ultimately in the interests of its shareholders. The Bank's website presents a user-friendly interface in both Chinese and English, and all Corporate Communications are easily accessible on the "Investor Relations" page following their releases. Website publication will also increase efficiency in distribution of the Corporate Communications to the shareholders.

Should you have any queries relating to this letter, please contact the Bank's H-Share Registrar at (852)2862 8688 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), Mondays to Fridays, excluding Hong Kong public holidays.

**Bank of China Limited**

*Note: Actionable Corporate Communication is any corporate communication that seeks instructions from issuer's securities holders on how they wish to exercise their rights or make an election as the issuer's securities holder.*

致普通股股東：

## 2023年股東週年大會通函

中國銀行股份有限公司(「本行」)2023年股東週年大會通函英文及中文版已經上載於本行網站[www.boc.cn](http://www.boc.cn)及香港交易所披露易網站[www.hkexnews.hk](http://www.hkexnews.hk)。如要閱覽，請登陸本行網站首頁選擇「投資者關係」項下的「H股公告」，或登陸香港交易所披露易網站，即可下載瀏覽有關文件。若閣下之前選取收取本行公司通訊之印刷版本，現向閣下奉上按照閣下之前所選擇的閱讀語言編製的2023年股東週年大會通函。倘閣下因任何理由以致在收取或接收載於本行網址上的公司通訊時出現困難，本行將於接到閣下通知後，立即向閣下免費發送所需文件的印刷本。

### 徵集電子聯絡資料

為確保及時收到可供採取行動的公司通訊<sup>(附註)</sup>，本行建議閣下透過掃描本函所附之回條(「回條」)上列印的閣下專屬二維碼來提供閣下的電子郵件地址。或者，閣下也可以填妥回條簽署並使用隨附之郵寄標籤寄回本行H股股份過戶登記處，香港中央證券登記有限公司，地址為香港灣仔皇后大道東183號合和中心17M樓(如在香港投寄，毋須貼上郵票；否則，請貼上適當的郵票)，或作為附件電郵至[boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk)。

若閣下希望收取公司通訊之印刷版，請填妥回條並交回本行H股股份過戶登記處，或發送電子郵件至[boc.ecom@computershare.com.hk](mailto:boc.ecom@computershare.com.hk)，並註明閣下的姓名、地址以及收取公司通訊印刷版的要求。除非閣下提前撤回或修改了指示，否則收取未來公司通訊及/或可供採取行動的未來公司通訊印刷版之指示由收悉閣下指示當日起計一年內有效，此後將過期。

為積極履行本行保護環境的社會責任，本行鼓勵股東通過本行網站瀏覽本行公司通訊。由此節約的費用不僅有利於本行，也符合本行股東的利益。本行網站使用方便，包括中文及英文兩個版本，所有公司通訊均可在本行網站中「投資者關係」頁面及時獲取。同時，通過網站瀏覽方式還可以提高向股東發送公司通訊的效率。

如閣下對本函件有任何疑問，請於辦公時間星期一至五(香港公眾假期除外)上午9時正至下午6時正(香港時間)致電本行H股股份過戶登記處(852)2862 8688查詢。

中國銀行股份有限公司

附註：可供採取行動的公司通訊指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利的公司通訊。



## REPLY FORM 回條

To: **Computershare Hong Kong Investor Services Limited**  
 (“H-Share Registrar”)  
 17M Floor, Hopewell Centre  
 183 Queen’s Road East, Wan Chai, Hong Kong

致：香港中央證券登記有限公司  
 (H股股份過戶登記處)  
 香港灣仔皇后大道東183號  
 合和中心17M樓

(Please choose **ONLY ONE** of the options below. If you have provided your email address and no update is required, please disregard this Reply Form.)  
 (請從以下選項中只選擇其中一項。如閣下已經提供電子郵件地址並無需作出更新，則無須理會本回條。)

<b>Option 1:</b>	<b>I/we hereby provide my/our email address for receipt of future Actionable Corporate Communications<sup>(Note 3)</sup> of the Bank via electronic dissemination by scanning your personalized QR code</b>	<b>Personalized QR Code</b> 專屬二維碼
<b>選項1:</b>	本人/吾等現掃描專屬二維碼以提供本人/吾等之電子郵件地址，以接收本行未來通過電子方式發出的可供採取行動的公司通訊 <sup>(附註3)</sup>	
	<i>You are <b>NOT required</b> to return this Reply Form if you choose Option 1.</i> 如選擇了選項1，閣下無須交回本回條。	

<b>Option 2:</b>	<b>I/we hereby provide my/our email address in writing for receipt of future Actionable Corporate Communications<sup>(Note 3)</sup> of the following listed company via electronic dissemination</b>
<b>選項2:</b>	本人/吾等現以書面提供本人/吾等之電子郵件地址，以接收以下上市公司未來通過電子方式發出的可供採取行動的公司通訊 <sup>(附註3)</sup>
Name of Securities holder(s) 證券持有人姓名：	Name of the listed company 上市公司名稱： <b>Bank of China Limited 中國銀行股份有限公司</b>
Email address 電郵地址：(Note 3/附註3)	

<b>Option 3:</b>	<b>I/we hereby request for receipt of future Corporate Communications* and/or Actionable Corporate Communications in printed form</b> (Please mark “✓” in the below box if applicable)	
<b>選項3:</b>	本人/吾等現要求收取未來公司通訊*及可供採取行動的公司通訊印刷版(如適用，請在以下方格內劃上[✓]號)	
<input type="checkbox"/> printed English version 英文印刷本	<input type="checkbox"/> printed Chinese version 中文印刷本	<input type="checkbox"/> both printed English and Chinese versions 英文及中文印刷本各一份

Signature(s):<sup>(Note 1)</sup>  
簽名：(附註1)

Contact number:  
聯絡電話號碼：

Date:  
日期：

## Notes 附註：

- Please complete all your details clearly. If your shares are held in joint names, all of the joint shareholders should jointly sign this Reply Form in order to be valid.  
請清楚填寫閣下之所有資料。如屬聯名股東，則本回條須由所有聯名股東聯合簽署，方為有效。
- Any Reply Form with no signature or otherwise incorrectly completed will be void.  
任何回條若未有簽署或在其他方面填寫不正確，則本回條將會作廢。
- If the Bank does not receive a functional email address in your reply, you will be unable to receive notifications regarding the publication of Actionable Corporate Communications. As defined in Rule 1.01 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, an “Actionable Corporate Communication” is any corporate communication that seeks instructions from issuer’s securities holders on how they wish to exercise their rights or make an election as the issuer’s securities holder.  
如本行沒有收到閣下的有效電子郵件地址，閣下將無法收到有關發出可供採取行動的公司通訊的通知。根據《香港聯合交易所有限公司證券上市規則》第1.01條定義，「可供採取行動的公司通訊」指任何涉及要求發行人的證券持有人指示其擬如何行使其有關證券持有人的權利之公司通訊。  
If you provide more than one email address by QR code, email, reply form and/or other means, only the latest one email address provided will be registered.  
如閣下通過二維碼、電郵、回條及/或其他方式提供多於一個的電子郵件地址，只有閣下最後提供的電子郵件地址將會被用於登記。
- If you mark “✓” in the box in Option 3, only Corporate Communications\* and/or Actionable Corporate Communications in printed form will be received. This instruction will be valid for one year from the date of receipt of this instruction, unless it is revoked or superseded before its expiry.  
閣下在選擇項3方格內劃上[✓]號，將僅收取公司通訊\*及/或可供採取行動的公司通訊的印刷版。除非被提前撤回或修改，否則本項指示由收取指示日期起計一年內有效。
- If the Bank does not receive your Reply Form, all future Corporate Communications and/or Actionable Corporate Communications will be sent out in the manner specified in the enclosed Bank’s letter.  
倘若本行未有收到閣下的回條，本行將按隨附函件內所述之方式把所有日後公司通訊及/或可供採取行動的公司通訊發送予閣下。
- For the avoidance of doubt, the Bank does not accept any other instructions given on this Reply Form.  
為免有疑，在本回條上的任何額外指示，本行將不予處理。
- Unless otherwise specified, “Corporate Communications” refer to any documents issued or to be issued by the Bank for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ reports, its annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial reports; (b) the interim reports and, where applicable, its summary interim reports; (c) notices of meeting; (d) listing documents; (e) circulars and (f) proxy forms.  
除非另有註明，「公司通訊」乃指本行發出或將予發出以供其任何證券的持有人或投資大眾參閱或採取行動的任何文件，其中包括但不限於(a)董事會報告、年度賬目以及審計報告副本以及(如適用)財務摘要報告；(b)中期報告及其中期報告摘要(如適用)；(c)會議通告；(d)上市文件；(e)通函和(f)委任表格。

## PERSONAL INFORMATION COLLECTION STATEMENT

## 收集個人資料聲明

- (i) “Personal Data” in this statement has the same meaning as “personal data” in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong (“PDPO”).  
本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「私隱條例」)中「個人資料」的定義相同。
- (ii) Your Personal Data provided in this Reply Form will be used in connection with, including but not limited to, the Bank’s electronic dissemination of Corporate Communications and to liaise with you on other matters relating to your holdings in the Bank. Your supply of Personal Data to the Bank is on a voluntary basis. In case of a failure to provide sufficient information, the Bank may not be able to process your instruction and/or request as stated in this Reply Form.  
閣下於本回條所提供的個人資料將用於(包括但不限於)有關本行以電子方式發出公司通訊及其他事宜上與閣下聯絡。閣下是自願向本行提供個人資料。若閣下未能提供足夠資料，本行可能無法處理閣下在本回條上所提出的指示及/或要求。
- (iii) Your Personal Data may be disclosed or transferred by the Bank to its subsidiaries, the H-Share Registrar, and/or other companies or bodies for any of the stated purposes, or when it is required to do so by law and will be retained for such period as may be necessary for our verification and record purposes.  
本行可就任何所認明的用途或法例規定的情況下，將閣下的個人資料披露或轉移給本行的附屬公司、H股股份過戶登記處、及/或其他公司或團體，並將在適當期間保留該等個人資料作核實及紀錄用途。
- (iv) You have the right to request access to and/or correction of your Personal Data in accordance with the provisions of the PDPO. Any such request for access to and/or correction of your Personal Data should be in writing, by mail to the Hong Kong Privacy Officer of the Bank’s H-Share Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong or by email at PrivacyOfficer@computershare.com.hk.  
閣下有權根據《私隱條例》的條文查閱及/或修改閣下的個人資料。任何該等查閱及/或修改個人資料的要求均須以書面方式郵寄至本行H股股份過戶登記處(地址為香港灣仔皇后大道東183號合和中心17M樓)向香港隱私主任提出，或發送電郵至PrivacyOfficer@computershare.com.hk。

## Mailing Label 郵寄標籤

**Computershare Hong Kong Investor Services Limited**  
 香港中央證券登記有限公司  
 Freepost No. 簡便回郵號碼：37  
 Hong Kong 香港

Please cut the mailing label and stick it on an envelope to return this form to us.  
**No postage is necessary if posted in Hong Kong.**

當閣下寄回此回條時，請將郵寄標籤剪貼於信封上。  
 如在本港投寄，閣下無需支付郵費或貼上郵票。